



## Terms of Reference

<b>Project Title</b>	Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde (BIO-TUR)
<b>Position Title</b>	Consultancy to carry out a training program on Strategic Environmental Assessment.
<b>Post Level</b>	International Consultant
<b>Office</b>	UNDP-GEF- Office Cabo Verde
<b>Location</b>	Praia (Santiago Island) as duty station, with travels to Sal, Boavista and Maio, Cabo Verde.
<b>Category</b>	Biodiversity conservation and sustainable tourism
<b>Type of Contract</b>	Consultant with international experience/expertise
<b>Languages Required</b>	Portuguese
<b>Estimated Start Date</b>	July 2019
<b>Duration of Contract</b>	3 months
<b>Assignment Duration</b>	45 working days, including one field mission to Cape Verde of 32 working days

### I. Background and Project Description

The provision of the professional services described in these ToR will be developed in the framework of the project “Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde (Bio-Tur)”, executed by the Ministry of Agriculture and Environment (MAA), through the National Directorate of the Environment (DNA), in close collaboration with the Ministry of Tourism and Transport, and co-funded by the UNDP and the GEF.

The project’s main objective is to safeguard globally significant biodiversity in Cabo Verde from current and emerging threats, by enhancing the enabling and regulatory frameworks in the tourism sector and activating a critical further subset of the national protected areas (PAs) system.

The proposed alternative scenario, supported by the project, will create enabling conditions to mitigate the adverse impacts on biodiversity by the tourism sector in Cabo Verde. The frameworks will be developed at national level and tentatively rolled out in four priority islands – Santiago, Sal, Boa Vista and Maio – where immediate pressure is greatest and urgent action is required that can be replicated more widely in the future. This urgent action includes at the local level the pending operationalization of a number of critical terrestrial and marine/coastal PAs and the piloting of marine biodiversity and artisanal fisheries management together with communities in two selected sites. At the same time the project will harness the opportunities to establish more sustainable tools for PA financing, protected area management and local community development, contributing to the consolidation and diversification of Cabo Verde tourism product, and the sustainability of the destination and the sector. This will be achieved through the following two project components:

- Under Component 1, the project will develop and put in place coherent and effective enabling frameworks (i.e. legal, policy, regulatory and institutional) for enhanced multi-sectoral strategic land-use planning at the landscape level, to focus on the tourism, fisheries and associated real estate/construction and fisheries sectors. This will involve: (1) strengthening the capacity at the institutional/governmental level for integrating biodiversity into the tourism sector, including through Strategic Environmental Assessments (SEAs), Environmental Impact Assessments (EIAs) and related regulations in tourism planning and permitting, and for compliance monitoring and enforcement; (2) the setup of policy mainstreaming committees overseeing policy and planning



coherence between tourism development and environmental/biodiversity management, at the national level and on the targeted islands with significant local tourism developments (i.e. Santiago, Sal, Boa Vista and Maio); (3) the development and revision of land-use planning regulations (i.e. SEA, EIA, Special Touristic Zones (ZTEs), Zones of Integral Tourism Development (ZDTIs), Zones of Touristic Reserve and Protection (ZRPT), etc.) so they fully integrate biodiversity concerns, and to ensure their recommendations are implemented and monitored; (4) implementation of SEAs to inform tourism development plans, where there are gaps in destinations where significant tourism development pressure is predicted; (5) the revision of financial tax incentives and licensing processes to integrate biodiversity criteria; (6) the establishment and piloting of best-practice standards for sustainable tourism and voluntary certification for enterprises and destinations; and (7) the design and piloting of innovative PAs financing mechanism, through biodiversity offsets.

- Under Component 2, the project will support: (1) the operationalization of PAs through the development of management plans, ecotourism plans and supporting regulations for 7 operational PAs (i.e. one on Santiago, four on Boa Vista and two on Sal) to address existing and emerging threats to biodiversity; (2) identification of new potential Marine PAs (MPAs) sites for inclusion in the national PAs system, through a systematic assessment of biodiversity resources on the marine shelf, and contributing to the development of key missing marine species/habitat management plans; (3) the definition of and implementation of PAs governance, including co-management and conflict resolution mechanisms; (4) agreements on the regulation, management and enforcement of the use of land and natural resources by local communities/resource users; (5) the introduction of biodiversity-friendly and sustainable artisanal fishing in two pilot sites through the promotion and adoption of suitable gear and best practices, the designation of community-enforced no-take zones and seasonal fishing bans, etc.; (6) develop and pilot island-specific, cost-effective PAs revenue generation mechanisms in conjunction with tourism sector stakeholders – these will potentially include, inter alia, gate fees, tourism operator concession fees, ecotourism taxes, and biodiversity offset and reinvestment schemes; (7) installation of a tracking and environmental monitoring program and plan to track the impacts of tourism and fishing in PAs, using participatory approaches; and (8) the preparation and implementation of Informational Education and Communication (ICE) campaigns to promote the role of PAs and sustainable tourism.

In 2018, under Project Output 1.2 *“Cross-sectoral planning integrates biodiversity conservation objectives, and Strategic Environmental Assessments (SEAs) conducted in priority PAs/ ZRPTs.”* the Bio-Tur project supported the development of a participatory process that led to the elaboration of a Law-Decree proposal to introduce SEA into the national legal framework.

Within the Bio-Tur framework was also developed a training needs assessment (TNA) for the staff of the DNA, the PAs teams and relevant stakeholders at project intervention sites related to EIA and SEA implementation. Based on the TNA, it was developed a training program for four short-term courses to be implemented at each target island (Santiago, Sal, Boavista and Maio). In 2018, some training modules included in the training program have been also implemented. These ToR describe the work to be done by the international consultant that will support the implementation of the second part of the training program.

## **II. Scope of Work**

The international consultant will support the MAA, through the DNA and the Project Management Unit (PMU) to carry on and complete the training program that comprises four short-term courses on EIA and SEA to be implemented at each target island (Santiago, Sal, Boavista and Maio).



### **III. Key Responsibilities and Tasks**

- ⇒ Develop and agree with the UNDP Country Office (UNDP-CO) and the DNA/PMU, the draft of the consultancy Inception Report that will comprise the overall workplan, contents (detailed for each hour training activity), evaluation scheme, and training schedule. The proposal will be based on the overall training program that was already developed in the framework of the Bio-Tur project (Annex I; the modules to be implemented are those from number 5 to 9). The PMU will provide additional documents to the consultant to support the preparation of the Inception Report (i.e. the TNA report, etc.).
- ⇒ Review and finalize the consultancy Inception Report based in the feedbacks received from UNDP-CO and the DNA/PMU.
- ⇒ Hold inception meetings with DNA/PMU and UNDP-CO in order to discuss approach, specific contents and operational issues useful to carry out the training.
- ⇒ Carry out the training modules according to the proposal approved with the Inception Report. Training courses will be carried out by the consultant during a field mission to Cape Verde, and will be implemented at each project intervention Island (Sal, Boavista, Maio and Santiago). Beside DNA and PAs staff, also key stakeholders will be invited by the DNA to attend training courses at each site. The total number of trainees attending the courses will range from 10 to 20 in Sal, Boavista and Maio, and from 15 to 25 in Santiago.
- ⇒ Carry out an evaluation of the impacts of the training courses on the knowledge and understanding of trainees on the subjects related to the training. This will be done by an evaluation scheme that will allow assessing the level knowledge and understanding of trainees before and after the implementation of the training. The evaluation scheme will also comprise an assessment of the performance of the trainer and of the organizational setting.
- ⇒ Carry out a final debriefing meeting with UNDP-CO and DNA/PMU to discuss key outputs from the field mission, and the overall implementation of the consultancy.
- ⇒ Prepare and deliver to UNDP-CO and DNA/PMU the draft of the consultancy Final Report that will comprise at least:
  - I. Implemented training program, with the lists of trainees that attended the courses at each site;
  - II. Results from the implementation of the evaluation scheme;
  - III. Overall findings from the consultancy;
  - IV. Constrains and limitations occurred during the implementation of the consultancy;
  - V. Lesson learned; and
  - VI. Recommendations.
- ⇒ Review and finalize the consultancy Inception Report based in the feedbacks received from UNDP-CO and the DNA/PMU.

### **IV. Expected Outputs and Deliverables, Scope of Price Proposal and Schedule of Payments**

The consultant will be paid based on the lump sum contract, which will include the international travel, fees, insurance, living allowance, in-town transportation, and others related costs, upon satisfactory delivery, according to the Payment structure shown in the table of this section of the Terms of Reference.



Deliverables / Outputs	Estimated Duration to Complete	Expected N° of working days	Submitted to and approved by	Payment structure
Approval of the consultancy Inception Report	10 days from the contract signature	11 days home-based	UNDP-CO and DNA	20% of contract amount
Completion of the training program carried out in the field (signed lists of trainees)	Within 5 days from the completion of the consultant field mission.	32 days field mission	UNDP-CO and DNA	40% of contract amount
Approval of the consultancy Final Report	Within 20 days from the completion of the consultant field mission.	2 days home-based	UNDP-CO and DNA	40% of contract amount

Reports provided by the consultant will have to include the minimum contents described in these ToR. Reasonable additional contents can be identified as relevant during the development of the consultancy and can be included within the deliverables.

## V. Institutional Arrangement

The consultant will work under the supervision of the Head of Energy, Environment and Climate Change Portfolio of UNDP-CO, and in close collaboration with the DNA/Project Coordinator, the Project Technical Adviser, and the project team. The Head of Energy, Environment and Climate Change Portfolio of UNDP-CO is in charge to approve/accept outputs and deliverables from the consultancy; decision will be based also on the positive evaluation on consultant performance made by the National Project Coordinator and the Project Technical Adviser.

The UNDP-CO and the DNA/PMU will provide the International Consultant with the following, needed for effective and timely implementation of the assignment tasks:

- logistical support during the field missions;
- project related documentation;
- contact details of stakeholders;
- in site logistical support, including the organization of validation workshops, meetings and trainings.

The consultant is expected to provide his/her own computer.

The consultancy products have to be delivered in one of the languages indicated for the consultancy, in an electronic version. Consultancy reports, as well as other non-legal/non-regulatory documents, shall include an executive summary in English. The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

## VI. Duration of the Work and Duty Station

The consultancy is expected to start in July 2019, and to be completed in September 2019. It requires 45 working days to be carried out within a three-month contract period. The duty station will be Praia (Santiago Island), Cabo Verde, with one travel to each one of the other three project intervention islands (Sal, Boavista and Maio).



Proposed period	Location	N° of working days
July 25 <sup>th</sup> 2019	Home-based	11
August 15 <sup>th</sup> – October 11 <sup>th</sup>	Praia (Santiago Island), Sal, Boavista and Maio.	32
October 11 <sup>th</sup> -October 30 <sup>th</sup>	Home-based	2
<b>July 25<sup>th</sup> – November 13<sup>th</sup> 2019</b>	<b>TOTAL</b>	<b>45</b>

UNDP-CO and DNA/PMU are committed to provide review outputs and give comments, or certify approval/acceptance, within two weeks from the delivery of each Deliverable/Output.

## VII. Required Competencies and Expertise

### Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

### Functional Competencies

#### Knowledge Management and Learning

- Ability to provide top quality policy advice services on environmental issues;
- In-depth practical knowledge of inter-disciplinary development issues.

#### Development and Operational Effectiveness

- Ability to communicate effectively orally and in writing in order to communicate complex, technical information to technical and general audiences;
- Skill in negotiating effectively in sensitive situations;
- Skill in achieving results through persuading, influencing and working with others;
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise.

#### Management and Leadership

- Focuses on impact and result for the client and responds positively to critical feedback;
- Encourages risk-taking in the pursuit of creativity and innovation;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills.

#### Qualifications

- Hold a Master degree with expertise in the areas of Environmental Sciences, Environmental Engineering, or other fields assessed as suitable to carry out the appointment.
- Hold a PhD in fields assessed as relevant to carry out the appointment is a plus.
- Additional relevant professional trainings and courses are a plus.

#### Experience and Skills

- Have at least 10 years of proven experience in the assessment of social and environmental impacts and its management in strategic, sectorial and land planning, or alternatively to have at least 10 years of proven experience in developing Strategic Environmental Assessment processes.
- Previous experience in the implementation of similar trainings on Strategic Environmental Assessment and/or Environmental Impact Assessment.
- Demonstrated track record of production of relevant publications and technical documents (papers, guidelines, planning documents, etc.) on socio-environmental impacts and their prevention and mitigation in strategic, sectorial and land planning.



- Previous working experience in the fields related to the consultancy in SIDSs, in archipelagos of the Macaronesian Region, or Sub-Saharan Africa is an asset.
- Previous experience with GEF project development and technical support is an advantage.

#### **Language**

It is required the working knowledge of at least one of the following languages: English or French. Working knowledge of spoken and written Portuguese or Spanish is a strong competitive advantage.

### **VIII. Application Process**

Applications should be submitted to the following email address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) indicating the following reference “**Consultancy to carry out a training program on Strategic Environmental Assessment**” by 05/07/2019, 04.30 pm Cabo Verde time.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV and P11 form, duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. Brief description of why the candidate considers him/herself as the most suitable for the assignment;
4. Financial Proposal that indicates the all-inclusive fixed total contract price. The term “all-inclusive” means that it has to include the international travels from home to duty station, national travels from duty station to project sites (i.e. Praia-Maio-Praia, Praia-Sal-Praia, and Praia-Boavista-Praia), fees, insurance, living allowance, in-town transportation, and others related costs. The Financial Proposal has to be supported by a breakdown of costs, as per template provided. Preferred Currency of Offer: United States Dollars (US\$). If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

*Incomplete applications will be excluded from further consideration.*

Any request for clarification must be sent in writing, or by standard electronic communication to [humanresources.cv@cv.jo.un.org](mailto:humanresources.cv@cv.jo.un.org). A response in writing or by standard electronic mail will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

#### **Statement of Medical Fitness for Work**

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.

Where there is no UN office or a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

#### **Inoculations/Vaccinations**

There are currently no required vaccines at the entrance to Cabo Verde, unless one comes from West Africa. However, immunization against yellow fever, tetanus and polio, as well as hepatitis A, is recommended.



## IX. Criteria for Selection of the Best Offer

Offers will be evaluated according to the Combined Scoring method, where the technical criteria will be weighted a max. of 70% (70 points, on a total amount of 100 points), and combined with the price offer which will be weighted a max. of 30% (30 points on a total amount of 100 points).

Applicants obtaining 49 points (70% of available points) or more of the total technical evaluation points will be considered for financial evaluation.

Financial evaluation score (max. 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Selection Criteria	Weight	Max. Points	
<b>Technical evaluation</b>		<b>70 points</b>	
Hold a PhD in fields assessed as relevant to carry out the appointment is a plus.	<b>70%</b>	2	
Hold a Master degree with expertise in the areas of Environmental Sciences, Environmental Engineering, or other fields assessed as suitable to carry out the appointment.		3	
Additional relevant professional trainings and courses.		2	
Have at least 10 years of proven experience in the assessment of social and environmental impacts and its management in strategic, sectorial and land planning, or alternatively to have at least 10 years of proven experience in developing Strategic Environmental Assessment processes.		25	
Previous experience in the implementation of similar trainings on Strategic Environmental Assessment and/or Environmental Impact Assessment.		15	
Demonstrated track record of production of relevant publications and technical documents (papers, guidelines, planning documents, etc.) on socio-environmental impacts and their prevention and mitigation in strategic, sectorial and land planning.		7	
Previous working experience in the fields related to the consultancy in SIDSs, in archipelagos of the Macaronesian Region, or Sub-Saharan Africa.		10	
Previous experience with GEF project development and technical support.		3	
It is required the working knowledge of at least one of the following languages: English or French. Working knowledge of spoken and written Portuguese or Spanish is a strong competitive advantage.			3
<b>Financial evaluation</b>		<b>30%</b>	<b>30 points</b>



## Annex I – Training program modules for SEA and AIA

Bloco	Designação	Destinatários	Duração (dias)			
			Santiago	Sal	Boavista	Maio
1	Bases metodológicas de AIA e AAE	DMAA, Instituições diversas	<i>Feita</i>	<i>Feita</i>	<i>Feita</i>	<i>Feita</i>
2	Melhoria dos processos de AIA	DNA	<i>Feita</i>	<i>Feita</i>	<i>Feita</i>	<i>Feita</i>
3	Planos de Gestão Ambiental e Social e Pós-avaliação de projectos	Todos os stakeholders	<i>Feita</i>	<i>Feita</i>	<i>Feita</i>	<i>Feita</i>
4	Turismo e ambiente	Todos os stakeholders	<i>Feita</i>	<i>Feita</i>	<i>Feita</i>	<i>Feita</i>
5a	Avaliação de impactes sociais (base)	DMAA, Instituições diversas	0,5	0,5	0,5	0,5
5b	Avaliação de impactes sociais (avançada)	DNA	2	-	-	-
6a	Participação pública (base)	DMAA, Instituições diversas	0,5	0,5	0,5	0,5
6b	Participação pública (avançada)	DNA	2	-	-	-
7	Serviços dos ecossistemas e biodiversidade	Todos os stakeholders	1	1	1	1
8	Alterações climáticas em AIA e AAE	Todos os stakeholders	1	1	1	1
9	AAE dos diferentes tipos de planos previstos na LBOTPU	Todos os stakeholders	2	2	2	2
<b>TOTAL</b>			<b>9</b>	<b>5</b>	<b>5</b>	<b>5</b>



**This TOR is approved by:**

Signature	
Name and Designation	Maria Celeste Benchimol –Program Specialist Energy, Environment and Climate Change Portfolio
Date of Signing	24/06/2019